

WEEKLY PROGRESS REPORT

NAME

Supervisor's Signature _____

TOTAL SAMPLES ASSIGNED:			
RUSHES			

RUSHES			

LABORATORY TIME		
Time Allocation		
VACATION		
HOLIDAY		
SICK		
PERSONAL		
COMP TIME		
LEAVE W/O Pay		
COURT		
COURT TRAVEL		
QA/QC		

Week Ending

Drug Laboratory

*RUSH cases**

1	TOTAL SAMPLES COMPLETED:						0
		RUSHES					

N/A=No Analysis Needed

Back Log:		2					

Overtime

SUMMARY	
SAMPLES ASSIGNED	
SAMPLES COMPLETED	
SAMPLES IN BACKLOG	

Safety

INSTRUMENT MAINT.		
TRAINING		
TRAINING TRAVEL		
MEETINGS		
CASEWORK		
OTHER - IN LAB		
OTHER - OUT OF LAB		
Total All		
Total Out of Lab		

Comments:			
			In Progress

Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	#
																		0